

Federal Retirement Thrift Investment Board

1250 H Street, NW
Washington, DC 20005

Agency: Federal Retirement Thrift Investment Board
Job Announcement Number: FRTIB-06-006

Attorney Adviser

Salary Range: \$91,407.00 – \$139,774.00 USD per year

Open Period: 06/29/06 - 07/31/06

Series & Grade: GS-905-14/15

Position Information: Full-time. This position is a permanent position in the Excepted Service

Promotion Potential: GS-15

Duty Location: 1 vacancy – Washington, DC

Who May be Considered: All U.S. Citizens

JOB SUMMARY:

The Federal Retirement Thrift Investment Board is an independent Federal Agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986(FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S. C. 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a daily-valued, participant directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.5 million participants and assets of over \$180 billion.

The Agency has a staff of approximately 75 employees located in Washington, D.C., who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP. The Agency has seven primary departments: Office of Finance, Office of Investments, Office of the General Counsel, Office of Product Development, Office of External Affairs, Office of Automated Systems, and Office of Participant Services. The Agency contracts for record keeping and call center services.

The Associate General Counsel serves as the deputy to the General Counsel. The General Counsel is responsible for making final decisions on all matters handled by the Office of General Counsel. In the absence of the General

Counsel, the Associate General Counsel is expected to assume the General Counsel's responsibilities.

If this position is filled at a level below the full performance level, the selectee may be promoted without further competition.

DUTIES:

Performs specialized and complex tasks or assignments involving legal questions and issues arising from the interpretation and implementation of statutes and legislation referred by the General Counsel and by the executive staff of the Agency. These tasks and assignments include the review and understanding of complex facts, identification of relevant issues, legal research, and interpretation and application of statutes, proposed legislation, rules, and regulations relating to tax law, ERISA, bankruptcy law, and administrative law, or such other legal matters as assigned by the General Counsel.

Identifies additional research and facts needed to reach an opinion or to give advice on assigned issues. Develops and presents sound and well-reasoned written opinions and oral arguments in support of position.

Conducts research of laws, regulations, policies, legal texts, and cases applicable to complex issues concerning investments, taxes, insurance, ERISA, bankruptcy, loans, and related questions that are without precedent in previous Agency actions. Ensures in-depth analysis of all legal issues and applicable precedents. Supports other members of the office to accomplish significant assignments.

Reviews policies, procedures, regulations, technical manuals and other agency publications to ensure compliance with legal requirements of applicable statutes and other pertinent legal authority. Resolves questions regarding the effect of proposed legislation or changes in Agency policies or regulations; develops legal opinions and proposed legislative/regulatory changes to ensure compliance with governing statutes.

Represents the Agency on legal matters, questions, and issues confronting the Agency. Participates in negotiations and conferences to provide facts and legal advice about Agency programs and existing or proposed legislation affecting Agency operations. Gathers facts and information and prepares and presents oral and written reports to the General Counsel, the Executive Director, or Agency staff, together with recommendations for a proposed course of action.

Drafts regulations implementing Agency programs.

Provides written and oral information and guidance to other Federal agencies, participants, beneficiaries, and attorneys regarding the Agency's requirements and procedures in response to written and oral inquiries.

QUALIFICATIONS REQUIRED:

Applicants must have at least four years of professional experience in the practice of law. Applicants must (1) be a graduate of an accredited law school with an LL.B., J.D., or equivalent; and (2) be a current member of a bar with a valid license to practice law in a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Applicants must have:

In-depth knowledge of Government organization and operations combined with knowledge of law relating to the TSP and other employee benefit plans, including FERSA, ERISA, and the Internal Revenue Code.

Comprehensive knowledge of administrative proceedings and legal processes used by Federal agencies in administering regulatory, pension, loan, and accounting programs.

Knowledge and experience in three of the following seven areas: (1) The Ethics in Government Act, as amended, the Hatch Act, and the Standards of Conduct for Employees of the Executive Branch (to include experience reviewing and providing advice on financial disclosure reports), (2) Fiscal law, (3) Representing agencies in administrative or judicial hearings; (4) Privacy Act/Freedom of Information Act, (5) Statutory or regulatory drafting, (6) Providing advice to Board members or executives and with the Government in the Sunshine Act; (7) Providing legal advice regarding Federal civilian personnel law (to include Equal Employment Opportunity/Merit Systems Protection Board).

Experienced and sound legal judgment and integrity combined with the ability to study, research, and develop written and oral opinions and findings regarding complex statutes, legislative proposals, and regulations affecting the operations and functions of a Government agency.

Comprehensive oral and written communications skills to accurately present, explain, justify, and support legal conclusions, opinions, and findings and to identify and recommended alternative courses of action to the executive and legal staffs of the Agency.

HOW YOU WILL BE EVALUATED:

You must clearly show that you possess the experience, knowledge, skills and ability to perform the duties of this position. To be considered for this position, you **must** submit a narrative statement covering each of the qualifications required. Your narrative should be clear and concise, and

emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives, and level of contacts. Each requirement must be addressed separately and should not exceed two pages for each requirement.

The best-qualified applicants will be referred to the selecting official. All application materials and interviews, if conducted, will be used in the final evaluation and selection process.

HOW TO APPLY:

The following forms are required:

A. Application/Resume: You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form, such as a Federal style resume. Your application must contain the following information:

1. Vacancy announcement number FRTIB-06-006;
2. Full name; social security number; mailing address; day and evening telephone numbers; country of citizenship;
3. Educational information, including the name, city and state of colleges or universities you attended, as well as your majors and type and year of any degrees;
4. Undergraduate and law school transcripts (copies are acceptable with the application/official transcripts will be required if you are selected);
5. Information about your paid and nonpaid work experience related to this position including job titles; duties and accomplishments; salary; employer's names and addresses; starting and ending dates (month and year); supervisor's names and phone numbers and whether or not we may contact current supervisor; and
6. Other qualifications related to this job including Bar membership; job related training courses completed; certificates, licenses, honors and awards received; and any other special job related accomplishments completed. You may also note any job related honors, awards, and special accomplishments, but do not send documents (e.g. letters of commendation, newspaper clippings).

B. Narrative Statement addressing each of the Qualifications required- including experience (paid and unpaid), education, training, awards, and/or self-develop activities as related to each.

Applicants who fail to submit a narrative statement will not receive consideration.

C. If a current Federal employee, a copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service.

D. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

How to Submit your Application:

All application documents submitted must be received in the human resources office no later than close of business on the cut-off date. Your application may be hand-delivered, mailed, or faxed to:

National Business Center
Human Resources Office
1849 C Street, Mail Stop 2735
Washington, DC 20240

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Application materials will not be returned. Do not submit original documents that may be needed in the future.

For additional information about this position please contact:

Office of Human Resources
Phone: 202-208-3332
Fax: 202-208-3184

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

What to Expect Next:

We will conduct a qualifications evaluation of applicants who supply all requested material. Qualified applicants will be rated and ranked by a panel. Best qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the outcome after all necessary approvals are obtained.

Benefits:

Pay is only part of the compensation you will earn working for the Federal Government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some of the highlights:

- Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. You can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.
- Our leave policy provides ample time to take care of your personal, recreational, and health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year along with at least 13 vacation days (more depending on your experience).
- Our 3-part retirement program includes a social security benefit, a 401(K) type plan, and a defined benefit component based on years of employment and salary history.
- You are able to choose among several options for life insurance coverage for both you and your family members.
- We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. You can also tailor your benefits package to your own needs.

Look for additional information along with links to pages that contain additional pages at www.usajobs.opm.gov/ei61.asp.

Other Information:

If selected, you must arrange for direct deposit of your pay to a financial institution in accordance with the Debt Collection Improvement Act of 1996.

If selected, you will be required to submit an OF-306, Declaration for Federal Employment, prior to entrance on duty.

Travel, transportation, and relocation expenses for this position may be authorized in accordance with P.L. 89-516 and appropriate Federal regulations. Eligibility for specific relocation services will be determined at the time of selection.

All applicants must be United States Citizens.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibits individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.